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LIEUTENANT GOVERNOR

**State of Louisiana**  
OFFICE OF THE LIEUTENANT GOVERNOR  
DEPARTMENT OF CULTURE, RECREATION & TOURISM  
MANAGEMENT AND FINANCE

ANGÈLE DAVIS  
SECRETARY

## HUMAN RESOURCES MEMORANDUM NO. 05-023

**TO:** Lt. Governor, Secretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

**FROM:** Mary V. Gloston *MVG*  
Human Resources Director

**SUBJECT:** Flexible Work Hours/Work Schedules

**DATE:** June 17, 2005

This is to notify you that departmental **Policy Number 2E-0103, Flexible Work Hours/Work Schedules**, has been approved by Secretary Davis. This policy is effective June 20, 2005.

The departmental Flexible Work Hours/Work Schedules policy provides definitions and parameters for the development of individual office policies. Prior to implementation, individual office policies must be reviewed by the Appointing Authority and the Office of Human Resources for compliance. Once reviewed, the document will be returned to the Appointing Authority with recommendations. The Appointing Authority will be responsible for final approval and establishment of the effective date for the office's policy.

Employee work schedules should be collected and sent to Human Resources after policy implementation on the office level. ***Note: All work schedules may not currently exist in the ISIS HR system. Dependant upon the selection of days off with the various schedules, additional schedules may need to be established.*** This will be reviewed and determined upon submission to Human Resources. Human Resources will notify the Division Heads when the flexible work hours/flexible work schedules may begin for participating employees.

If you have any questions regarding development of office policy and/or procedures, please do not hesitate in contacting me.

MVG:cm

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